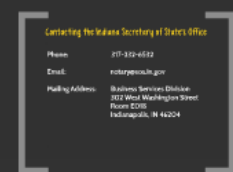
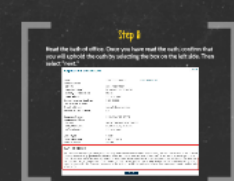
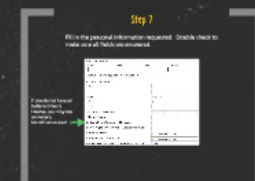
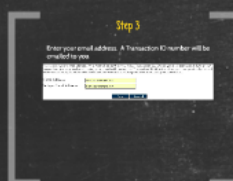
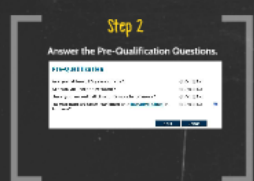
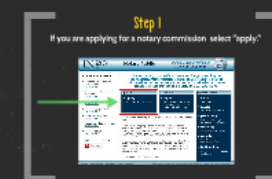
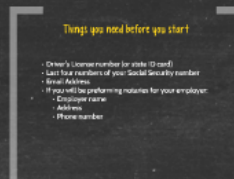


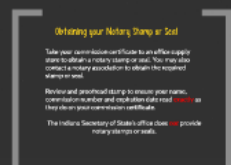
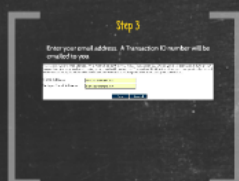
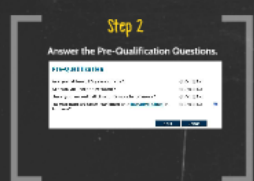
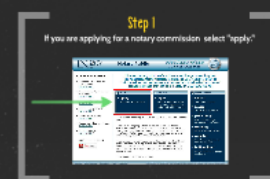
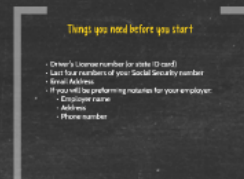
# New Notary Application Step by Step



Please view this Prezi in *full screen* mode



# New Notary Application Step by Step



Please view this Prezi in *full screen* mode



# Locating the Notary Homepage

From the homepage of the Secretary of State's website, select "Business Services Division."



www.in.gov/sos/

Text Find an Agency Find a Person Account Center Online Services FAQs Help A- A+ A++

IN.gov A State that Works SOS Search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

Secretary of State Expand / Collapse

**SOS HOME**

- About SOS
- Business Services Division**
- Securities Division
- Election Division
- Auto Dealer Services Division
- Precious Metal Dealer Registration
- Forms by Division
- Media Center
- Fellowships and Internships
- Contact Us

Register to VOTE ONLINE

Fast, Easy, Secure

get started

**Welcome**

Learn more about Secretary Connie Lawson - [click here](#)

Secretary Lawson has expanded her financial literacy program to benefit all Hoosiers. Learn more at [Indiana MoneyWise](#)

**Press**

**AUGUST 14, 2014 - [SOS] VOTER LIST REFRESH PROJECT FINDS SIGNIFICANT NUMBER OF VOTERS USING MAILBOX STORES AS A VOTING RESIDENCE**

**AUGUST 13, 2014 - [SOS] NEWBURGH MAN PLEADS GUILTY**

**Online Services**

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- File a Securities Complaint
- Search Securities Registrations
- Precious Metal Dealer Registration
- View Election Results
- Search list of valid auto dealers
- Forms.IN.gov

**MORE ONLINE SERVICES »**

**SUBSCRIBER CENTER »**

**Top FAQs I Want To...**

- Where do I find a Certificate of Existence or Good Standing?
- How do I become an auto dealer?
- What do I file with Secretary of State, Securities Division, to become a registered broker



# Locating the Notary Homepage

From the Business Services web page, select "Notary." This will take you to the notary homepage.



The screenshot shows the Indiana Secretary of State Business Services Division homepage. The browser address bar displays [www.in.gov/sos/business/index.htm](http://www.in.gov/sos/business/index.htm). The page features a navigation bar with links to various state services and a search bar. The main content area includes a sidebar on the left, a central banner with a quote from a Hoosier Business Owner, and several sections for alerts, resources, and online services.

**IN.gov** A State that Works SOS Search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

**Business Services Division** Expand / Collapse

**SECRETARY OF STATE HOME**

**BUSINESS SERVICES DIVISION HOME**

SOS Divisions

Your Business Starts Here!

Online Services for Corporations

Email Manager

Business Search

UCC

**Notary**

Trademarks

Apostilles

Service of Process

Division Forms

News Archives

Calendar

Contact Us

**Alerts**

- [FRAUDULENT COMPLIANCE REQUESTS TO HOOSIER BUSINESSES](#)

**Helpful Resources**

- [Online toolkit to help start your business](#)
- [Fraudulent compliance requests to Hoosier businesses](#)
- [Revised Form SS-4, Application for Employer Identification Number, requires identification of responsible party](#)
- [Indiana Business Law Survey Commission and governing in the Global Age](#)

**Online Services**

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

**MORE ONLINE SERVICES »**

**SUBSCRIBER CENTER »**

**Top FAQs I Want To...**

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity



# Locating the Notary Homepage

Once on the Notary web page, select "SOS Online Notary Portal."

Text Find an Agency Find a Person Account Center Online Services FAQs Help A- A+ A++

**IN.gov** A State that Works SOS Search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

**Business Services Division** Expand / Collapse

**SECRETARY OF STATE HOME**

**BUSINESS SERVICES DIVISION HOME**

SOS Divisions  
Your Business Starts Here!  
Online Services for Corporations  
Email Manager  
Business Search  
UCC  
Notary  
Trademarks  
Apostilles  
Service of Process  
Division Forms  
News Archives  
Calendar  
Contact Us

**NOTARY**

All notary forms must be completed and submitted online.

To apply to become a Notary Public, re-apply for a Notary commission or update your personal information click here to visit our online notary portal. Additionally, you can also visit the portal if you are interested in completing the training module to refresh your knowledge on Notary requirements.

Notary commissions are issued for eight (8) years. Filing fee totals \$11.22. You must acquire a \$5,000 bond prior to making application.

Click [here](#) to access the online notary portal.

\*The Notary Portal has been designed to work with **Windows Internet Explorer 8 & 9** or **Google Chrome**. Please use the following links to download one of the supported versions of these browsers: [IE 9](#) or [Google Chrome](#). We apologize for any inconvenience this may cause.

**SOS Online Notary Portal**

**Online Services**

- Form a New Business
- File a Supplemental Business Filing
- File Entity Report
- File UCC
- Online UCC Filing Information
- Search Businesses
- Search Trademarks
- Email Manager

**MORE ONLINE SERVICES »**  
**SUBSCRIBER CENTER »**

**Top FAQs I Want To...**

- Where do I locate the Registered Agent for a business?
- How do I dissolve my business?
- How do I reinstate a business?
- Where do I find information to start a new business?
- How do I file a business entity

**Additional Online Notary Resources**



# Things you need before you start

- Driver's License number (or state ID card)
- Last four numbers of your Social Security number
- Email Address
- If you will be performing notaries for your employer:
  - Employer name
  - Address
  - Phone number



# Things you need before you start

You must secure a bond prior to submitting a notary application:

- The bond must be for \$5000.
- The bond must be valid for the same 8 year period as the commission.
- After securing a bond, you will receive documentation stating the name of the surety and the bond number.

There are two types of bonds: Surety and Freehold



- Surety Bond is obtained from a bonding company or bank.
- Freehold Bond is obtained when a person other than the applicant puts forth the \$5000 bond in the form of real property they own.

**Do not start the application process without knowing your bond information!**



# Step 1


If you are applying for a notary commission select "apply."

**Notary Public***Indiana Secretary of State*  
**CONNIE LAWSON**

**> before you begin**

- ✓ To become a Notary, an individual must [\(What's This?\)](#)
- ✓ Determine the type of bond to provide. [\(What's This?\)](#)
- ✓ **Payment Information.** [\(What's This?\)](#)
- ✓ Functions of a Notary. [\(What's This?\)](#)
- ✓ Official Notary Guide. [\(What's This?\)](#)
- ✓ Frequently asked questions. [\(What's This?\)](#)
- ✓ Other Resources. [\(What's This?\)](#)

Adobe Reader Required



**The Secretary of State's office is no longer sending out Transaction Authorization letters. If you need to change information that requires a Transaction Authorization letter please contact our office directly at 317-232-6576.**

**1 Start**

**> apply**  
Become a Notary Public

**2 Resume**

**> login**  
Resume your transaction with your Transaction ID and E-mail Address or PIN

**3 Other Actions**

**> search**  
Search for notaries

**> revise**  
Revise your commission

**> get a copy**  
Get a copy of your commission certificate

**> training**  
Perform notary training

**> register**  
Register to apply via a service company

**> bulk upload**  
Upload a batch of notary applicants

Thank you for choosing to serve the State of Indiana as a Notary Public!

As part of our ongoing efforts to reduce costs and increase service through innovation and technology, the Secretary of State's office developed the online Notary system. This system accepts new Notary applications, Notary renewals and allows a current Notary to update contact information.

To assist you in rendering professional service our online Notary system includes a training module for Notaries. This training module is a part of the application process or can be used by current Notaries as a way to refresh their knowledge of notary responsibilities.

Thank you for using Online Notary!

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)Copyright © 2010 by the Indiana Secretary of State. All rights reserved.



# Step 2

## Answer the Pre-Qualification Questions.

### Pre-Qualification

Are you at least 18 years of age?

☐ Yes ☐ No

Are you an Indiana resident?

☐ Yes ☐ No

Have you served jail time of 6 months or more?

☐ Yes ☐ No

Do you hold an office classified as a [lucrative office](#) in Indiana?

☐ Yes ☐ No



Next

Cancel



## Step 3

**Enter your email address. A Transaction ID number will be emailed to you.**

Please enter your e-mail address. An e-mail will be sent to you with a Transaction ID. Should you be disconnected during your transaction, you may log back in using your e-mail address and the Transaction ID. All information you have previously entered will be saved, and you will be able to restart the transaction at the point where you lost your connection.



E-mail Address:

Re-type E-mail Address:




# Step 4

**Save the Transaction ID number for future reference.** You will need this if you are unable to complete the process in one sitting.

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Please save the following transaction information: [Log out »](#)

**Transaction ID:** NT201406260022  
**E-mail Address:** example@example.com



This information can be used to restart your application (see below). This information has also been e-mailed to you.

The next step in the process is to continue your application. When completed, you will checkout and submit the application with payment, and you will be able to download your commission certificate.

*How do I restart my application?*  
You may restart your application by going to the [resume transaction page](#) and providing the Transaction ID and E-mail Address listed above.

*Why would I restart my application?*  
You may want to restart your application because you needed to close the web page to obtain additional information, or the web page closed due to other reasons.

[Next](#)

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# Step 5

Select whether you have previously been a notary.

IN.gov

Notary Public

Indiana Secretary of State  
CONNIE LAWSON



[Log out »](#)

## Existing Notary Check

Are you, or have you ever been, a Notary Public in the state of Indiana?

☐ Yes ☒ No

[Next](#)

[Cancel](#)



[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)

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# Step 6

Complete the eight multiple choice training questions. When training is completed, select "continue."

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**Notary Public Training**[Log out »](#)

This is not a test! You will be presented a series of questions that are intended to inform you of the responsibilities and duties of a Notary Public. You will not be able to proceed to the next question before answering the current question correctly.

If you are disconnected during the training or must leave the training for any reason, you will be able to return at a later time and resume the training where you left off. The transaction number you were e-mailed and your registered e-mail address will be needed to continue with the training and application process.

[Begin the Training](#)

[Home](#) | [SOS Home](#) | [Contact](#) | [FAQ](#) | [Survey](#)Copyright © 2010 by the Indiana Secretary of State. All rights reserved.

## Notary Training Completed

[Log out »](#)

Congratulations! You have completed this Indiana Notary Public training session.

[Continue](#)



# Step 7

Fill in the personal information requested. Double check to make sure all fields are answered.

Applicant Name:

First	Middle	Last	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name as it will appear on commission:

HOME ADDRESS:

Street:

City:

State:

ZIP:  -

County of Residence:

Home Phone:  -

Indiana Driver's License Number:

Last 4 digits of your Social Security Number:

E-mail Address:

Re-type E-mail Address:

Receive e-mails from the Secretary of State? ☐

If you do not have an Indiana Driver's License, you may use an Indiana Identification Card.





## Step 8

Company information will **only** be filled in if you will be notarizing documents for your company. Select "Skip Company Information" if this does not apply to you.

Skip Company Information	<input type="checkbox"/> 
Company Name:	<input type="text"/>
COMPANY ADDRESS:	
Street:	<input type="text"/>
	<input type="text"/>
City:	<input type="text" value="Enter a City"/>
State:	<input type="text" value="IN"/> 
ZIP:	<input type="text"/> - <input type="text"/>
Office Phone:	<input type="text"/> ( <input type="text"/> ) <input type="text"/> - <input type="text"/>



# Step 9

Select the type of bond you have obtained. Enter the bond information.  
Remember that you cannot be your own freehold bond.

Name of bond provider

**NOT** your name or  
service providers.



What type of bond will you provide?

☒ Surety Bond ☐ Freehold Bond 

Name of Surety:

Bond Number:

Next

Cancel

What type of bond will you provide?

☐ Surety Bond ☒ Freehold Bond 

*NOTE: The notary applicant cannot be his/her own freeholder.*

Property Owner:

OWNER ADDRESS

Street:

City:

State:

ZIP:

 - 

☐ The listed surety has affirmed that he/she is owner in fee-simple of Real Estate in  County, of the fair Cash Value of \$5,000 over and above all encumbrances and exemptions.


Next

Cancel



# Step 10

Double check the information you entered. This information must be correct. If you need to edit the information, select the "edit application" link. This will take you back to the previous page.

**Notary Public***Indiana Secretary of State*  
**CONNIE LAWSON**

Application Verification [Log out »](#)

Name:	JOHN Q MCSAMPLE	<a href="#">(Edit Application)</a>
Home Address		
Street:	123 MAIN STREET	
City, State Zip:	INDIANAPOLIS, IN 46204	
County of Residence:	Marion	
Home Phone:	317-232-8401	
Driver's License Number:	0123456789	
Last 4 digits of SSN:	1111	
E-mail Address:	esample@esample.com	
Receive Notary E-mails:	No	
Company Name:	SECRETARY OF STATE	
Company Address		
Street:	200 W. WASHINGTON STREET	
City, State Zip:	INDIANAPOLIS, IN 46204	
Office Phone:	317-232-8401	
Bond Type:	Surety	
Name of Surety:	Bond Company	
Bond Number:	123456	

**OATH OF OFFICE**

☐ I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Indiana; that I am duly qualified to hold office under the Constitution and laws of the State; that I am 18 years of age or over; that I am of good moral character and integrity; that I am a resident of Indiana; that my answers to questions on the application are true and complete to the best of my knowledge; that I will faithfully and impartially discharge the duties of NOTARY PUBLIC if so commissioned by the Governor, according to the best of my skill and ability, so help me God (or under the pains and penalties of perjury).

Next



# Step II

Read the oath of office. Once you have read the oath, confirm that you will uphold the oath by selecting the box on the left side. Then select "next."

**Application Verification**Log out

Name:	JOHN Q MCSAMPLE	<a href="#">(Edit Application)</a>
Home Address		
Street:	123 MAIN STREET	
City, State Zip:	INDIANAPOLIS, IN 46204	
County of Residence:	Marion	
Home Phone:	317-232-8401	
Driver's License Number:	0123456789	
Last 4 digits of SSN:	1111	
E-mail Address:	esample@esample.com	
Receive Notary E-mails:	No	
Company Name:	SECRETARY OF STATE	
Company Address		
Street:	200 W. WASHINGTON STREET	
City, State Zip:	INDIANAPOLIS, IN 46204	
Office Phone:	317-232-8401	
Bond Type:	Surety	
Name of Surety:	Bond Company	
Bond Number:	123456	

**OATH OF OFFICE**

☒ I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of Indiana; that I am duly qualified to hold office under the Constitution and laws of the State; that I am 18 years of age or over; that I am of good moral character and integrity; that I am a resident of Indiana; that my answers to questions on the application are true and complete to the best of my knowledge; that I will faithfully and impartially discharge the duties of NOTARY PUBLIC if so commissioned by the Governor, according to the best of my skill and ability, so help me God (or under the pains and penalties of perjury).


Next



# Step 12


Complete the payment process for your notary application. The fee is \$11.22 total.

**This is the only time that you will be able to obtain a receipt.** You can print it from the payment conformation page. If you have a problem with the payment process or need a receipt, you can contact IN.gov customer assistance at 317-233-2010 or customerservice@www.IN.gov.



Notary Public

Indiana Secretary of State  
CONNIE LAWSON



Payment Method

Log out »

Please select a payment method.

- ☐ Credit Card
- ☐ Electronic Check
- ☐ IN.gov Subscriber Account

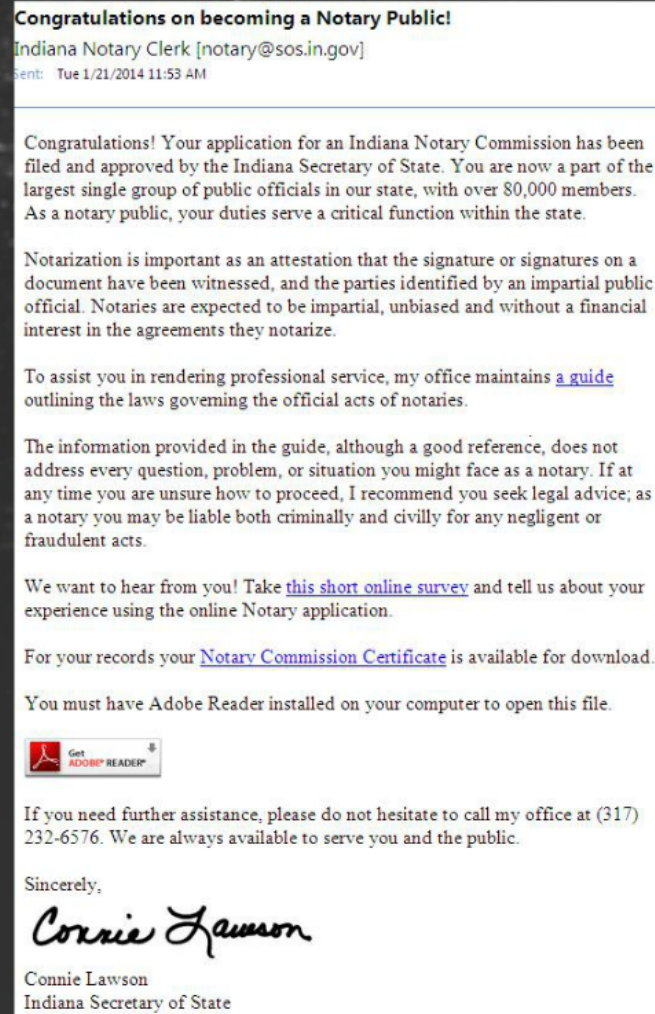
Not currently an IN.gov subscriber? [Get information](#) on becoming one.  
(Account activation takes approximately 1 - 2 business days.)

Select



# Step 13

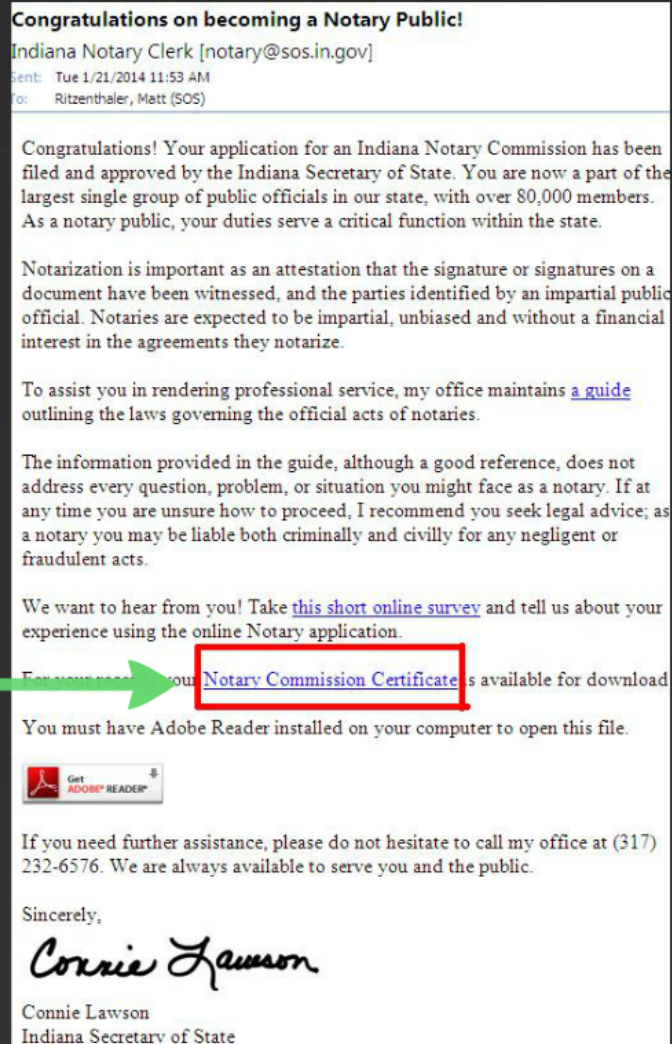
You will then receive a confirmation letter via email with a link to print your commission certificate.





# Step 14

Print your commission certificate from your confirmation letter. Keep a copy of this certificate. You will be charged \$6.12 for additional copies.





## Obtaining your Notary Stamp or Seal

Take your commission certificate to an office supply store to obtain a notary stamp or seal. You may also contact a notary association to obtain the required stamp or seal.

Review and proofread stamp to ensure your name, commission number and expiration date read **exactly** as they do on your commission certificate.

The Indiana Secretary of State's office does **not** provide notary stamps or seals.



## Keeping a Notary Journal

The State of Indiana does not require notaries to keep a journal. However, keeping one is recommended to protect yourself.

Journals can be purchased from any office supply store.

Information to track in a journal include:

- Date and time the notarial act
- Type of notarial act
- Date of the document notarization
- Type of document notarized (i.e. will, contract, deed)
- Printed name of signer
- Description of how the notary public identified the signer
- Any other pertinent information
- Fees collected, if any
- Unusual circumstances (i.e. refusal to notarize)



# Important Reminders

- You are required to notify the Secretary of State's office if your address changes.
- You are required to notify the Secretary of State's office if you change your legal name.
- If you decide you no longer wish to be a notary public, you should terminate your commission prior to the term's expiration date.



# Contacting the Indiana Secretary of State's Office

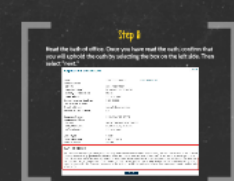
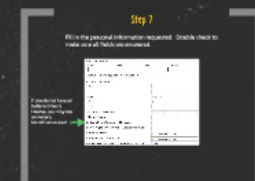
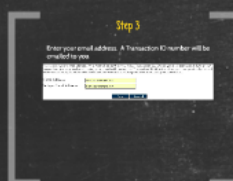
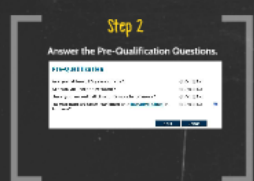
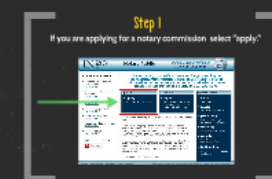
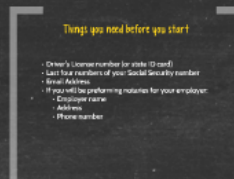
**Phone:** 317-232-6532

**Email:** [notary@sos.in.gov](mailto:notary@sos.in.gov)

**Mailing Address:** Business Services Division  
302 West Washington Street  
Room E018  
Indianapolis, IN 46204



# New Notary Application Step by Step



Please view this Prezi in *full screen* mode